UNIV 599: Teaching Portfolio

CONTACT INFORMATION

Instructors: Ania Kowalik, Robin Paige
Office: Herring 129
Email: ania.kowalik@rice.edu, robin.paige@rice.edu
Office Hours: By Appointment

COURSE DESCRIPTION

This independent study serves as a capstone to the UNIV sequence on teaching and learning. Students will meet individually with the instructor to plan and complete a teaching portfolio. Students will also meet as a group four times a semester for 60-minute “Academic Job Market Brown Bags.”

LEARNING OUTCOMES

Insofar as this course contributes to the larger program outcomes of the CTE’s proposed Graduate Certificate in Teaching and Learning, it is designed to help students to:

- Communicate individual pedagogical values and approaches to teaching and learning
- Situate the role of teaching in higher education and the job market

PORTFOLIO COMPONENTS

1. **Introduction (3-5 pages)**

   How has your participation in the Certificate program shaped/changed the way you think about teaching practices and their relationship to student learning, as well as your goals for a future career in higher education? How do the individual

components of the portfolio reflect this approach to pedagogy?

2. **Statement on Teaching (2-3 pages)**

   Teaching philosophy, strategies, objectives, and goals

3. **Syllabus**

   Introductory level course is preferred

4. **Assignment (s)**

   A well-designed assignment that has been/would be used in the same course as the syllabus presented above

5. **Evidence of Teaching Effectiveness**

   Section may include any of the following:

   - Summarized student evaluations of teaching, including response rate and relationship to departmental average
   - Written comments from students on class evaluations
   - Comments from a peer observer or a colleague teaching the same course
   - Letters from former/current students
   - Letters from course head, division head or chairperson
   - Demonstration of student learning such as tests, students' lab books or other workbooks, students' papers, essays, or creative works
   - Graded work from the best and poorest students, with teacher's feedback to students

6. **Professional Development Related to Teaching**

   Section may include any of the following:

   - Participation in courses, seminars, workshops, institutes and professional meetings on teaching
   - Preparation of a textbook, lab manual, courseware, etc.
   - Publications in teaching journals
   - Papers delivered on teaching
   - Reviews of forthcoming textbooks or other books used for instruction

- Service on teaching committees
- Work on curriculum revision or development

9. **Poster and Synthesis from UNIV 501**

ACADEMIC JOB MARKET BROWN BAGS

Two times over the semester all students and instructors will meet to discuss preparing materials for the academic job market. These 60-minute meetings will be scheduled to accommodate the schedules of all students to the best of our ability. Topics for the meetings include: reading job ads and navigating the academic job market; preparing application materials; and interviewing.

GRADING AND EVALUATION

The portfolio will be graded on a pass/fail basis. All components must be completed in a satisfactory manner by the established deadline in order to qualify for a passing grade. A "pass," then, will equate to an A for the course, while a "fail" will equate to a C. Students must attend at least three "Academic Job Market Brown Bags" to receive a passing grade. **In addition, students must take a Certificate Assessment Survey in order to successfully complete UNIV 599.**

PROGRAMMATIC ASSESSMENT

Entirely separate from the individual grading for UNIV 599, portfolios will be assessed by an external committee to determine the degree to which the Certificate is meeting its programmatic learning outcomes. This external assessment will have no bearing on individual evaluation.

DEADLINES

Final portfolios are due no later than the last day of classes in the semester the student has registered.

A NOTE ON GRADUATING WITH THE CERTIFICATE

If you have completed UNIV 500, UNIV 501, and UNIV 502, successfully completing UNIV 599 makes you eligible to graduate with a Certificate in Teaching and Learning. But to receive this certification, and ensure it appears on your transcript, you must complete all official paperwork by the deadline for the semester in which you are graduating.

The respective deadlines are:

- **October 1st** (for December graduation)
- **February 1st** (for May graduation)
- **June 15th** (for August graduation)

And by those dates you must have submitted the following:

To the Registrar:

- A signed Declaration of University Certificate Form (instructions found here - please read)
- An Application for Degree

To Robin:

- Any necessary paperwork for substituting a disciplinary pedagogy course for a UNIV course:
  - Syllabus from original course
  - Explanation of why you think the course achieved the outcomes of the course for which you seek substitution